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**SUBMISSION OF AN APPLICATION TO  
THE DIRECTOR: LAND USE DEVELOPMENT**

You may contact the Land Use Development office at (021)710-8000 to collect and make the necessary application.

The following is a guide to the items which are to accompany an Application to the Director, Land Use Development

For a quicker response to your application, the following information should (must) be included with the application:

**A clearly dimensioned Site Development Plan indicating:**

- The areas of the dwelling(s) to be used;
- A table indicating the square metres of the structure to be used for the ECD centre as well as amount of indoor and outdoor space for the specified age categories;
- The location of outside play areas and play equipment;
- Parking, drop-off areas and access arrangements; and
- Boundary edge treatment

**A written letter of motivation which details:**

- The number of children to be accommodated;
- The type and nature of the proposed facility, including the type of structures and an/proposed additions thereto;
- The number of people to be employed; and
- The hours of operation and a daily timetable, including time allocated to outside play.